

2009-2010 – Scope of Work
Department of Curriculum, Instruction & Technology

1. 4Sight Organization & Management
 - a. Database set up
 - b. Student rollover
 - c. Testing schedule
2. Act 48 Evaluation
3. Alert Now (set-up, training & management)
4. APL Training
5. Birthday Cards to All Staff Members
6. Board Policies – Updates & Approvals
7. CSIU & PDE Communication Back to Administrative Team
8. Curriculum Collaboration
 - a. English/Language Arts
 - b. Mathematics
 - c. Science
 - d. Social Studies
 - e. Health & PE
 - f. Art & Music
 - g. Family & Consumer Science
9. Curriculum Council – Planning for a District focus on Literacy & School Improvement
10. Early Entry Kindergarten Processing
11. Emergency Plan (update & revisions)
12. End-of-Year Classrooms for the Future Report
13. Evaluation & Report of 2009 PSSA Scores
 - a. Data disaggregation & organization
 - b. Reports for principals and teachers
 - c. Reports for Board of Directors
14. Fulfillment of Entry Plan (see attached)
15. High School Improvement Team - Subcommittee of Curriculum Council to focus on needs at the high school
16. Home School Program
 - a. Reorganization of home school files and paperwork
 - b. Management of home school end-of-year & beginning-of-year processing
17. Induction Program (new teacher orientation day, meetings & processing)
18. K – 12 Grade-Level & Department Teams
19. Learning Focused Schools Toolbox Training
20. Literacy Coach (new position)
21. Literacy Team - Subcommittee of curriculum council to focus on specific K – 12 literacy needs
22. Maintenance and Approval of Conference/Professional Development Requests
23. Maintenance and Approval of Field Trip Requests
24. Management & evaluation of department staff members
25. Notes to students & staff members throughout the year regarding accomplishments
26. Professional Development:
 - a. March Madness Technology Tuesdays
 - b. Coordination of days throughout the school year
 - c. Planning and scheduling of over 110 hours of professional development during the 2010 Summer Institute sessions
27. Middleburg Elementary Data Team
28. Midd-West Data Portfolio

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29. New Courses for High School
 - a. Computer Applications
 - b. Biology
 - c. 9th Grade Reading
 - d. Psychology
30. Replacement of Technology Equipment (hardware & software purchases throughout the year to improve the state of technology in the district)
31. Organized NYC visit to observe writer's workshop in action and to begin professional development for the K – 8 writing program.
32. PA-PACT Application Including Accountability Block Grant (\$1,392,395)
33. Pennsylvania Technology Inventory (yearly)
34. Performance Tracker (management and ongoing processing of student data)
35. Phone System (research, test, selection & board report; communication & coordination of installation)
36. PIMS
37. Plan for Updating District-wide Infrastructure
38. PSSA Testing Coordination (training, inventory, distribution, collection)
39. PVAAS Training
40. Read Naturally Training
41. Reading Apprenticeship Training
42. Recognition Banquet
43. Regular Visits to All Buildings
44. Review and Evaluation of K – 12 Technology Curriculum
45. Safe & Drug-Free Schools (budget and application processing)
46. School Dude (implementation, ,management & monitoring)
47. Senior Network Administrator Position (new position)
48. SMART Board Integration
49. Standards-Aligned Systems Training
50. Strategic Plan Review
51. Student Teachers, Guest Teachers, & Field Studies Placements
52. Study Island Management
53. Teacher Observations & Walk-Throughs
54. High School Building Project Technology Provisions
55. Technology Technician Position
56. Virtual Learning Network for Cyber School Option
57. Website - School World
58. Wiki Space for Communication of Curriculum Council, Literacy Team & High School-School Improvement Team Work
59. Wireless at High School
60. World Languages Curriculum Council Member (new position)
61. Writer's Workshop Training